

Job Description – Project Manager (Graduate and Assistant)

Provelio Limited

Issue Date: July 2010

Document Ref: JD-PM (Graduate and Assistant) Rev 00

Contents

Job Description – Project Manager (Graduate and Assistant)

1.0	Purpose of Document	2
2.0	Graduate or Assistant Project Manager	2
2.1	Specific Responsibilities	2
2.2	Technical Expertise	3
3.0	General Support Duties and Key Attributes	3
3.1	Specific Responsibilities	3
3.2	Key Attributes	3

1.0 Purpose of Document

The purpose of this document is to describe the role of an Assistant or Graduate Project Manager employed by Provelio. The PRINCE2 definitions of a Project Manager have been used as a basis.

In addition, General Support duties and key attributes have been identified which are deemed to be encompassed within and needed to successfully undertake as part of the Assistant or Graduate Project Manager role.

2.0 Graduate or Assistant Project Manager

The Assistant or Graduate Project Manager will support the Senior Project Managers in running projects on a day-to-day basis on behalf of the Project Board within the constraints laid down by the board, and to deliver budgeted performances to target.

The Assistant or Graduate Project Manager's prime responsibility is to support the Senior Project Managers to ensure that the project produces the required products, to the required standard of quality and within the specified constraints of time and cost.

2.1 Specific Responsibilities

- Assist in managing the production of the required products.
- Work successfully within the project team.
- Assist in planning and monitoring the project.
- Assist in the production of the Project Initiation Document.
- Assist in the preparation of the Project, Stage and, if necessary, Exception Reports in conjunction with Team Managers and appointed Project Assurance role.
- Assist in the management of the risks, including the management of the risk logs and the development of contingency plans.
- Liaise with programme management if the project is part of a programme.
- Liaise with programme management or related projects to ensure that work is neither overlooked nor duplicated.
- Assist in ensuring client service levels, agreed with the client, are delivered.
- Assist in monitoring progress and use of resources.
- Assist in change control and any required configuration management.
- Assist in the preparation of and reporting to the Project Board through regular agreed reporting and End Stage Reports.
- Assist in liaising with the Project Board or its appointed Project Assurance roles to assure the overall direction and integrity of the project.
- Assist in the preparation of the Lessons Learned Report.
- Assist in preparing any Follow-on Action Recommendations required.
- Assist with the End Project Report.

- Support the Senior Project Managers with project administration.
 - Liaise with any suppliers or account managers, when necessary.
 - Assist the Project Manager with any Project Assurance related tasks.
-

2.2 Technical Expertise

- The Assistant or Graduate Project Manager will also be set a structured learning programme and action plan and will be required to report back to their Line Manager on a monthly basis with a schedule of learning outcomes, successes and failures.
 - Continually update and extend technical/professional expertise; take every opportunity to develop identifiable specialist areas of expertise.
 - Maintain own continuing professional training programme and take care to keep up-to-date.
 - Contribute to training activities both internally and externally where appropriate.
-

3.0 General Support Duties and Key Attributes

General Management duties and key attributes cover all other activities required to be undertaken as part of the role of an Assistant or Graduate Project Manager.

3.1 Specific Responsibilities

Assist Senior Project Managers to:

- Administer change control.
 - Set up and maintain project files in accordance with the Business Management System (BMS).
 - Ensure that the BMS document control procedures are followed correctly.
 - Compile, copy and distribute all project management products.
 - Collect actuals data and forecasts.
 - Administer the quality review process.
 - Administer Project Board meetings.
 - Compile reports.
 - Undertake specialist activities (for example, estimating, risk management).
 - Use specialist tools (for example, planning and IT control tools, risk analysis).
 - Carry out general office duties required.
-

3.2 Key Attributes

- To be perceived by clients as combining professional competence with responsive close personal attention.
- Manages his/her own time well.

- Has an enthusiasm for his/her work and a high commitment to the business.
- Is able to work as part of a team and to embrace the views of the team.
- Continually strives for high professional and technical standards in his/her own field.
- Is honest and trustworthy.
- Is approachable and adaptable.